

DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING JOB OPPORTUNITY BULLETIN

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, MEDICAL CONDITION, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACE IN PUBLIC SERVANTS.

UNIT: Communication Center – Elk Grove

CLASSIFICATION: Office Technician (Typing)

SALARY: \$2510 - \$3050

FINAL FILING DATE: May 17, 2006

DUTIES:

Under the general supervision of the District Administrator (Supervisor), the incumbent is responsible for duties which include, but are not limited to, the following: Screen and respond to a high volume of calls and messages from the public to determine jurisdiction and/or make appropriate referrals to other State departments. Provide such callers/messages information about their civil rights and explain how the department can assist them. Handle routine information calls and messages regarding the department and its case processing procedures. Schedule appointments and process cancellations using the department's appointment system. This may require mandatory overtime. Mail out brochures and information as requested from the public or district office staff. Prepare cover sheets when sending faxes. Use the copy machine to augment supplies of brochures and other forms requested by the public. Perform other duties appropriate for the general classification. This includes, but is not limited to, such functions as monitoring and ordering supplies, verification and processing of attendance records and documents, etc., designed to support the Communication Center as a unit within the department.

DESIRABLE QUALIFICATIONS:

Integrity, initiative, tact, dependability, good judgment, ability to work independently and cooperatively, ability to execute work assignments with accuracy and organization. Ability to operate a computer and knowledge of Excel and Word software programs.

WHO SHOULD APPLY:

Applicants must be a current or former State employee with transfer or reinstatement eligibility for this classification, or be reachable on a current employment list for this classification. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit copy of surplus status letter. All applicants must clearly indicate their basis for eligibility on the State application (STD 678). Applicants will be screened and those best qualified will be interviewed.

SEND COMPLETED STATE APPLICATION (STD 678) TO:

Department of Fair Employment and Housing
ATTN: Personnel Office
2218 Kausen Drive, Suite 100
Elk Grove, CA 95758

(916) 478-7229
TTY (800) 700-2320

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